HealthCap

RISK MANAGEMENT & INSURANCE

COVID-19

Staff Health Recommendations

Sick employees should stay home if they display symptoms of a respiratory illness such as:

- Cough
- Fever
- Sore throat
- Runny nose
- Shortness of breath

Actively screen employees entering the building

- Are they displaying any respiratory symptoms?
- Have they worked in another health care setting with confirmed COVID-19 cases?
- Refer to Visitor/Staff sign-in log and additional COVID-19 best practices at riskmanagement.healthcapusa.com.

Practice cough and sneeze etiquette

- Cover your mouth and nose with a tissue when you cough or sneeze
- Immediately dispose of used tissue
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands
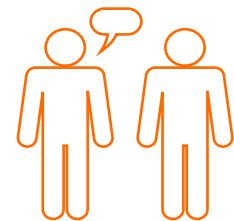- Wash your hands after coughing or sneezing

Practice proper hand washing hygiene

Wash hands for at least 20 seconds or use alcohol-based hand sanitizer

Employees who develop respiratory symptoms while at work should notify their supervisor immediately

Perform routine environmental cleaning on frequently touched surfaces such as workstations, counter tops and doorknobs

Use appropriate cleaning agents and follow directions on the label

All employees should wash hands upon entering building

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